

KEY POSITION INFORMATION			
Job Title	Special Project Officer – Safer Internet, Safer Childhood Project	Hay GL	13
Reports To	Zonal Manager		
Department/Group	Operations	Location	Hanoi or negotiable

WORK CONTEXT / BACKGROUND:

World Vision is a Christian relief and development organization working to create lasting change in the lives of children, families and communities living in poverty. World Vision serves all people regardless of religion, race, ethnicity or gender. As a child-focused organization, WV’s work focuses on children, ensuring they are protected and their basic needs are met. World Vision International in Vietnam (WVI Vietnam) has a total income of USD 17.9 million (FY2020) with funding from 12 support countries in Europe, Asia, the Americas and Australia. Funding of WVI Vietnam consists of Sponsorship program funding (70%) and Private Non-Sponsorship/Grants (30%). WVI Vietnam employs about 430 staff, of which 99% are Vietnamese nationals.

WVI Vietnam currently implements 37 Area Programmes (APs) which operate in 5 zones: North 1 (Hoa Binh and Dien Bien), North 2 (Yen Bai and Tuyen Quang), North 3 (Thanh Hoa and Hai Phong), Centre (Quang Tri, Quang Nam and Danang) and South (Quang Ngai, Binh Thuan, Ho Chi Minh and DakNong). WVI Vietnam’s Area Programs focus within one administrative district of a province which usually populated by ethnic minority people with very high rates of poverty. A uniqueness of WVI Vietnam’s AP approach and structure is that team members are based at district level where the Area Program (AP) is located, which enables them to work closely with government partners and communities on a daily basis. Beside the APs, WVI Vietnam is also implementing different non private sponsorship (PNS) and Grant Projects to meet the specific needs of vulnerable children in both AP and non-AP areas.

Over 70% of the Vietnamese population now has access to the internet. As of June 2021, 9.2% of Facebook users and 18.5% of Youtube users are children aged 13-17. Children use the internet from an early age but do not have enough knowledge and skills to protect themselves from the risk of being sexually abused via chat rooms, live streams, web cameras and smartphones.

WVI Vietnam is developing a project to address these challenges to enable Vietnamese children to learn, entertain and grow in safe online and offline environments, with the tentative timeline from January 2022 to December 2024. The project and the positions required to deliver the project will commence upon confirmed funding from the donor.

PURPOSE OF POSITION:

The Project Officer is responsible for implementing and achieving the goal, outcomes, and outputs of the project as per its design documents and its logical framework in compliance with donor requirements and World Vision principles and values.

Role Dimension/ Description	End Results Expected	Time Spent
Leadership and people management	- Provide overall leadership to the project team, including spiritual leadership	10%

	<ul style="list-style-type: none"> - Work with People and Culture (PnC) department to recruit and provide orientation for new staff - Supervise, coach, mentor, provide adequate feedback to project staff to ensure their high performance toward the shared goals - Identify and address development needs of project staff to ensure that they are well equipped with core and job-specific competencies to carry out quality work - Identify and address staffing issues in a timely and professional manner, in working with PnC department - Promote ongoing reflection and learning culture among project staff 	
Project Implementation & Management	<ul style="list-style-type: none"> - Provide clear orientation on the project for project stakeholders. - Cooperate with partners, World Vision's technical team and field staff, UNICEF and other stakeholders to coordinate project planning, implementation, and monitoring according to the project agreement and proposal. - Lead the development with technical support from the technical team, contribute inputs for the development of high-quality capacity building resources, guidance and materials on online safety and Online Child Sexual Exploitation and Abuse under World Vision's management. - Prepare annual Plans of Action & Budget with the participation from local partners and community and with support from manager - Lead the project team to achieve all the set targets in the Results Framework. Ensure the project implementation achieving at least 95% targets on a quarterly and annual basis. - Closely work with UNICEF, the technical team, field staff, local partner to ensure producing quality results that meet the standard required by donor (as described in Proposal) as well as the connection between WV's managed components and UNICEF's managed components. - Monthly, annual and end-of-project reports are completed and submitted in a timely manner to supervisors - Project budget is well managed in full compliance to WV's and the donor's policy 	60%
Project Monitoring & Evaluation	<ul style="list-style-type: none"> - Ensure the project M&E system and use data for programming and decision making - Conduct quarterly workshops/meetings to monitor data collection, learning and reflection - Work with partners to ensure effective regular monitoring and reflection of the project activities - Ensure documentation of good practices to learn and share among WV and UNICEF's project areas and throughout the country, throughout ASEAN region. 	15%
Partnering	<ul style="list-style-type: none"> - Liaise with UNICEF and project donor, be responsible for responding to donor's requirements/questions relating to project implementation in consultation with Zonal Manager and Child Protection TP manager. - Liaise with and strengthen relationships with UNICEF, partners at national level, province and district levels, other NGOs, and the private sector in project implementation - Manage communication and advocacy on child online protection (COP), in relation to Vietnam National Programme on COP. 	15%

	<p>Establishing appropriate information-sharing and learning networking among COP stakeholders in Vietnam</p> <ul style="list-style-type: none"> - Ensure the active participation and contribution of district and province related partners, national partners to project goal, especially Ministry/ Department of Labor Invalids and Social Affairs, Ministry/ Department of Education and Training; Ministry/ Department of Information and Communication and local authorities at commune, district and province levels. - Promotes the project, project models and good practice at the local and national levels. 	
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No. Direct Report:	2	Positions Supervised:	Project Assistant Finance Officer
Other Reporting Relationships	N/A		
Financial Authority	N/A		
Annual Total Budget	Estimated at US\$ 150,000		
Decision Making Authority	Within WVI Vietnam Policies and Guidelines		

Important Functional Relationships:		
Contacts	Reason for Contact	Frequency of Contact (Daily, Weekly, Monthly)
Zonal Manager	Overall guidance and approval on program operation for activities/TORs beyond the level of authority of PO.	Daily
Project team	Overall guidance and support	Daily
Child Protection Technical Manager and Specialist, Technical Program Officer (TPO)	Technical guidance/support on Child Protection, policies and practices on Child Protection	Upon request
Implementing partners at provincial and district level	To implement and monitor project activities	Daily
Finance Department	Financial management policies, procedure and reports.	Monthly
People and Culture Department	Staffing and recruitment; employment and separation; compensation and benefits; staff care; training and development; performance management; grievances and reconciliation; corrective and disciplinary action	Upon request
Procurement	Procurement	Upon request

Other NGOs	Co-ordination of activities and plans related to the well-being of children.	Upon request
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Major Challenges:	
Challenge	Possible Approaches/Solutions
- Grant compliance	- GAM provides orientation on donor requirements and self-study the donor policies/requirements. - Regular monitoring and financial review
- New to WVI Vietnam's procedures and systems	- Orientation of WVI Vietnam's policies and coaching on the job - Regular monitoring

Knowledge, Skills, Abilities: <i>(The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.)</i>		
Education	- Bachelor degree in community development, social sciences, social work and/or business administration. - Master degree in similar fields	- Essential - Preferred
Knowledge & Skills	- Conceptual understanding of and commitment to development work, especially Christian, child-focused, community-based development concepts, approaches and processes. - Good knowledge and understanding of key aspects of development work, child protection, child online protection including sexual exploitation and abuse, online safety and advocacy in development programming. - Demonstrated leadership skills, including leading, building, and supporting a team with diverse roles and capacities. - Skills in facilitation of development processes, including organisation and mobilisation of communities and networking among different development partners. - Demonstrated capacity in program management, with conceptual understanding and required competency in DME functions. - Strong interpersonal skills and well-developed written and oral communications skills in Vietnamese and English, especially report writing skills. - Solid computer skills in Word, Excel, Powerpoint and email.	- Essential - Essential - Essential - Essential - Essential - Essential - Essential
Experience	- A minimum of 03-year experience in community development and child protection - Experience in program implementation, community mobilization and participatory approach, child online protection would be an advantage. - Experience in capacity building for local stakeholders/partners. - Experience in managing and supervising staff	- Essential - Essential - Essential - Essential

Work Environment	Work with various stakeholders: local partners at different levels, networks, mass media, researchers, private businesses
Core Capabilities: at leadership level	Be Safe and Resilient: I take care of my personal well-being and support others to do the same.
	Build Relationships: I treat others with empathy and respect so that trust grows and we can speak the truth with love.
	Learn and Develop: I create opportunities for myself and others to grow, strengthen competence and improve performance.
	Partner and Collaborate: I engage and influence networks of people beyond my role to make a bigger difference than we could alone.
	Deliver Results: I focus on and help achieve the things that matter most, with clear evidence of my contribution
	Be Accountable: I exercise wise stewardship showing sound judgment and integrity in the decisions and choices I make.
	Improve and Innovate: I seek and discover new and better ways of doing things, solve problems, and turn ideas into action.
	Embrace Change: I approach change and the opportunities it offers with openness and courage and I encourage others to do the same.

Prepared by Hiring Manager:	Date:
Reviewed by Finance Department:	Date:
Agreed by People and Culture Director:	Date:
Agreed by the Job Holder:	Date: